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Used Oil/Household Hazardous Waste 2007 Workshops

APRIL 18 – 19, 2007

THE QUEEN MARY • LONG BEACH, CA

YOU ARE INVITED!

WHO SHOULD ATTEND

The CIWMB Used Oil/HHW 2007 Workshops are targeted to local government representatives, recycling, oil collection and HHW contractors, and others working on used oil recycling and HHW programs in California.



It is our pleasure to invite you to the California Integrated Waste Management Board's "Used Oil/HHW 2007 Workshops" event in Long Beach on April 18-19, 2007. Every year we have more to learn and more to share!

As you may have heard, we're doing things a bit differently this year by offering these two-day workshops in lieu of our traditional week-long Used Oil/HHW conference. We believe this will achieve two goals; first, we encourage our own staff, grantees, and stakeholders to attend and participate in the national NAHMMA conference to be held in California in the Fall of 2007 by not scheduling a week-long competing event within 6 months of the NAHMMA conference. Secondly, the workshops will complement the NAHMMA conference by providing a venue for our grantees and stakeholders to receive practical, hands-on learning opportunities specific to California used oil and HHW issues. For example, this year's workshops will offer sessions on grant-writing, targeted outreach, and what to be prepared for in an audit.

Perhaps just as important as the workshop sessions is the opportunity to network with colleagues in the relaxing atmosphere that the port of Long Beach has to offer. There are many local entertainment venues, both on and off the ship, which are sure to help you enjoy your stay.

We are also privileged to have Dr. John Francis (www.grist.org/news/maindish/2005/05/10/hertsgaard-francis/) as a guest speaker. After witnessing an oil spill in San Francisco Bay in 1971, Dr. Francis chose to make a statement about oil use by not riding in motorized vehicles for seventeen years and becoming a nationally known expert on oil issues. Says Dr. Francis: "I believe that all of us who use oil have a responsibility for all of the pollution it causes...not just the oil companies."

We strongly encourage you to attend, and, if you are a Used Oil Block Grantee, you may charge authorized expenses related to this trip to your Block Grant. Newly-appointed local personnel are especially encouraged to attend our training sessions on program management and grant reporting. Check with your grant manager for details.

We look forward to a successful event and hope to see you in April!

Sincerely,

Kristin Yee
Acting Branch Manager

TENTATIVE AGENDA

Wednesday, April 18, 2007

9:00 am	–	10:00 am	Continental Breakfast
10:00 am	–	12:00 pm	Successful Targeted Outreach
12:00 pm	–	1:30 pm	Lunch with Presentation
1:30 pm	–	3:00 pm	Block Grant Audits
3:00 pm	–	3:30 pm	Refreshment Break
3:30 pm	–	5:00 pm	Block Grant: Annual Report Revision and Other Program Changes
5:30 pm	–	6:30pm	Guest Speaker: John Francis
6:30 pm	–	8:00pm	Networking and Hors d'oeuvres

Thursday, April 19, 2007

7:00 am	–	8:00 am	Breakfast
8:00 am	–	9:30 am	In Their Shoes: Grant Writing & Evaluation, Part I
9:30 am	–	10:00 am	Break (check out of rooms)
10:00 am	–	12:00 pm	In Their Shoes: Grant Writing & Evaluation, Part II
12:00 pm	–	1:00 pm	Lunch
1:00 pm	–	2:30 pm	Early & Often: How to Keep Your Event in Compliance

SESSION DESCRIPTIONS

Successful Targeted Outreach

This session will consist of several speakers addressing the key characteristics of a successful public outreach program, how to conduct low cost oil filter exchange events, and will highlight the City of Roseville's comprehensive u-waste outreach program.

Block Grant Audits

Tips and suggestions on how to prepare for a Department of Finance audit of your Block Grants so that you can avoid "Audit Apocalypso."

Block Grant: Annual Report Revision and other Program Changes

The Block Grant session will review the revised Application form and introduce a revised Annual Report form that is scheduled to debut on line for the August 15 due date. Program staff will also review changes to the BG13 Procedures and Requirements.

In Their Shoes: Grant Writing & Evaluation Parts I & II

In these back-to-back workshops, not only will CIWMB staff provide tips for improving grant applications, but attendees will also have the opportunity to participate in a mock grant review process to gain a better understanding of how to write their grant applications with the grant reviewer in mind.

Early and Often: How to Keep your Event in Compliance

Representatives from the Los Angeles County Fire Department and the Department of Toxic Substances Control will be on hand to discuss a variety of used oil and HHW compliance topics such as permit processes, local agency/contractor liability, and avoiding pitfalls. There will be plenty of time for Q&A, so take advantage of this opportunity to get answers from the experts!

GENERAL INFORMATION

REGISTRATION INFORMATION

To register, visit us online at www.cce.csus.edu/conferences or complete the registration form found in this packet and mail to:

CIWMB Used Oil/HHW 2007 Workshops
c/o CSUS CCE Conference & Training Services
3000 State University Drive East
Sacramento, CA 95819-6103
Phone: (916) 278-4433 or (800) 858-7743
Fax: (916) 278-4865

Registration by March 25, 2007 is strongly encouraged.

PAYMENT

Early Registration Fee (on or before March 25, 2007).....\$125
Late Registration Fee (after March 25, 2007).....\$175

Registration for this event includes breakfast, lunch, refreshment breaks and materials for each day of the event.

CANCELLATION POLICY

Cancellations received in writing by **March 25, 2007** are subject to a **\$25** processing fee. After that date, substitutions are allowed, but no refunds will be made. No-shows will be billed the full registration fee. To cancel your registration, please mail your request to CSUS CCE Conference & Training Services (see Participant Registration form).

EVENT LOCATION & RESERVATIONS

The Queen Mary
1126 Queen's Highway
Long Beach, CA 90802

A block of state rooms has been reserved for event participants. To receive the discounted room rate of **\$110** single/double occupancy (plus tax), reservations must be made by **March 25, 2007**. After that date, overnight accommodations are based on availability at the prevailing rate.

Single/double rooms consist of one king or two twin beds, accommodating one or two guests. Family staterooms, consisting of two double or a king and twin combination, will accommodate three to four guests and may be obtained at a higher rate, based upon availability. The negotiated event rate will apply two days prior and two days after the event dates, based on availability.

Reservations can be made by contacting The Queen Mary directly at **(562) 432-6964** or **(800) 437-2934** (not valid from Southern California area codes). Please mention that you are attending the Used Oil/HHW 2007 event to receive the discounted room rate. Check-in time at The Queen Mary is 4:00 pm. The Queen Mary will make every reasonable effort to accommodate early arrivals. Checkout time is 12:00 pm.

PARKING

Self-parking is available for **\$10** per car, per day. The charge for oversized vehicles is **\$12** per car, per day. Shipside valet parking is available at an additional **\$8** per car, per day. Parking rates are subject to change and will be charged at the prevailing rate during the event.

AIRPORT TRANSPORTATION

Shuttle transportation is available through Super Shuttle and PrimeTime Shuttle. Rates range from **\$17** to **\$30**. Super Shuttle can be reached at 800-224-7767. Online reservations and additional information can be found at <http://www.supershuttle.com>. PrimeTime Shuttle can be reached at 1(800) RED-VANS. Online reservations and additional information can be found at <http://www.primetimeshuttle.com>.

Taxi cab transportation is available from Yellow Cab and can be contacted at (800) 233-0420.

PARTICIPANT REGISTRATION

To register, visit us online at www.cce.csus.edu/conferences or complete the registration form found in this packet and mail to:

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Sacramento, CA 95819-6103
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Fax: (916) 278-4865

Name: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Special Needs (Please indicated special dietary or accommodation requests by **March 25, 2007**): _____

REGISTRATION FEES

Early Registration Fee (on or before March 25, 2007).....\$125

Late Registration Fee (after March 25, 2007).....\$175

PAYMENT METHOD

☐ Check (payable to CSUS/CIWMB Used Oil 2007) Check Amount: \$ _____

☐ Charges \$ _____ to ☐ VISA ☐ MasterCard ☐ Discover

(Note: American Express not accepted. Charges will appear as CSUS)

Card# _____ Exp. Date _____

Name Appearing on Card: _____

Notice: This is a binding payment agreement which reserves enrollment space in the CIWMB Used Oil/HHW 2007 event for the person listed. Upon receipt of this form, CSUS will consider the person formally enrolled in the event. The signer may be liable for any costs incurred for collection of fees. (Please initial) _____

Cancellation Policy: Cancellations received in writing by March 25, 2007 are subject to a \$25 fee. After that date, substitutions will be allowed but refunds will not be made. No-shows will be billed the full registration fee. To cancel registration, write to CSUS at the address below. To make substitutions, call (800) 858-7743.

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